

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0728389

DATE POSTED: 12/30/13

POSITION NO: 948457

CLOSING DATE: 01/13/14

POSITION TITLE: Residential Guidance Technician

DEPARTMENT NAME / WORKSITE: Department of Behavioral Health Services/Shiprock, NM

WORK DAYS: Sun. - Sat. REGULAR FULL TIME: ☒ GRADE/STEP: Y57A

WORK HOURS: 80 hrs. PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 10.33 PER ANNUM

SEASONAL: ☐ \$ 21,486.40 PER HOUR

TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Maintains a safe patient environment at the treatment center by providing room inspections; ensures patients' beds and rooms are in order, conducts safety checks for safety hazards and makes corrections as needed; monitors patients with special needs to prevent accidents and/or injuries; receives new patient referrals by obtaining identification and background information; monitors patient's condition and reports any signs of distress.

Maintains records of observation, progress, activities and other pertinent client information; maintains daily log of activities; ensures adherence to established program policies and procedures; maintains strict client confidentiality; records any unusual client behaviors; monitors and observes patients to ensure that medication is taken as prescribed; maintains records of medication taken by patients; administers first aid & CPR when necessary; transports patients to the hospital or scheduled appointments and/or the local store.

Participates in meetings, quality assurance and utilization review activities; ensures that patients follow and participate in scheduled activities; prepares daily activity schedule; provides orientation for potential patients on the types of services available, policies and procedures, and patient's rights; assists counselors in planning and leading recreational activities and other group sessions; contacts and arranges with speakers/presenters to give educational presentations for patients.

Assists counselors and other staff in conducting meetings and group activities; attends meetings; performs security checks to ensure all doors, windows and storage facilities are locked; reports vandalism or break-ins to appropriate law enforcement authorities; conducts periodic inventory of equipment and supplies; performs general housekeeping as required.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A high school diploma or GED; and two (2) years experience in a residential treatment setting; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(Prefer 2 years of work experience in a detoxification treatment setting)**

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the principle, practices, and structure of group homes; knowledge of alcoholism, substance abuse and/or dependency programs and services; knowledge of recreational activities in inpatient facilities; knowledge of therapeutic services provided at inpatient facilities; and knowledge of resources, treatment facilities and educational programs available.

Skill in planning events and activities; skill in maintaining discipline in a residential setting; skill in evaluating emotional status of new arrival to facilities; skill in evaluating data and drawing valid conclusions and skill in establishing rapport with residential patients.

Ability to communicate effectively in both the English and Navajo languages and ability to establish and maintain effective relationship with others.

Special Requirements:

Must possess a valid state driver's license. Must pass a criminal background check. Must obtain within 90 days of employment: a Navajo Nation Vehicle Operator's Permit, Cardiopulmonary Resuscitation (CPR) Certificate, and First Responder Certificate.

Ability to speak and communicate effectively in the Navajo and English languages.

Position requires a background check and suitability assessment prior to employment.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.